

**I. GENERAL INFORMATION**

<b>1. SOLICITATION NUMBER:</b>	SOL-306-17-000079-OAA
<b>2. ISSUANCE DATE:</b>	September 25, 2017
<b>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b>	October 08, 2017 no later than 16:30 Kabul time
<b>4. POSITION TITLE:</b>	Contract Specialist (Senior Acquisition and Assistance Specialist)
<b>5. MARKET VALUE:</b>	GS-13 (\$74,584 - \$96,958)  Final compensation will be negotiated within the listed market value.
<b>6. PERIOD OF PERFORMANCE:</b>	The period of performance is one year, with the possibility of extensions. The contract and extensions cannot exceed 5 years.
<b>7. PLACE OF PERFORMANCE:</b>	USAID/Afghanistan
<b>8. WHO MAY APPLY:</b>	Open to US Citizens and Third Country Nationals*
<b>9. SECURITY LEVEL REQUIRED:</b>	The successful applicant shall be required to obtain a Secret level security clearance (if U.S. Citizen) or Moderate Risk Public Trust certificate (if Third Country National or U.S. Resident Alien), as a pre-condition for employment.

**10. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract:**

The Office of Acquisition and Assistance (OAA) plays a pivotal role in the successful execution of USAID/Afghanistan Strategic Goals and Objectives through the planning, solicitation, award and administration of contracts and agreements. OAA staff includes experienced Contracting/Agreement Officers (CO/AO), US and Third Country National Personal Services Contractors (US/TCNPSC) and Cooperating Country Nationals (FSN), all of whom work with the technical teams to develop, award and administer programs. This Senior Acquisition and Assistance Specialist (US/TCNPSC) is the primary assistant and team leader to the Contracting Officer assisting USAID/Afghanistan Development Objective Teams (DOTs) with achieving implementation results and DO goals and objectives. The incumbent works independently on activity design and implementation of A&A assignments, and is responsible for a wide range of A&A actions of all types. The incumbent must be able to apply professional procurement skills for any sector, program and will be expected to fulfill a leadership, training and supervisory role for USAID/Afghanistan CCN employees. The incumbent is also required to work with multiple U.S. and host government entities and cross cultural issues.

The Contract Specialist is a key assistant to the Contracting/Agreement Officer and team leader for specific A&A actions within the Afghanistan Office of Acquisition and Assistance. The incumbent is a crucial player for assisting the Afghanistan Office of Acquisition and

\*Please see Section 11: Area Of Consideration

Assistance. The incumbent is readily able to apply comprehensive US Government contracting experience (either directly or via private industry experience performing US Government contracts at the prime and/or subcontract level) to a full range of Acquisition and Assistance challenges. The incumbent does this by applying high-level Acquisition and Assistance knowledge, skills and abilities while working as independently as possible on activity design and implementation related to Acquisition and Assistance assignments.

Responsibilities involve a wide range of Acquisition and Assistance actions, including a preponderance of complex actions, e.g., term, award fee or completion cost type contracts, task orders, international and interagency agreements, grants and cooperative agreements. The incumbent is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Agency. Requirements of the contracts, grants, cooperative agreements, and inter-agency agreements are typically highly specialized and involve complex systems or sensitive international programs.

USAID/Afghanistan has a varied and complex country program having multi-tens or hundreds of million dollar Acquisition and Assistance actions, very complex multi-sector programs with numerous projects, high funding levels and significant infrastructure work. Besides being able to apply professional procurement skills through all manner of Acquisition and Assistance instruments, the incumbent will be expected to deal with multiple US and host government entities, not to mention the complications of cross cultural business dealings.

## **2) Statement of Duties to be Performed:**

The incumbent serve in a Team Leader position and is the principal advisor for a broad range of USAID/Afghanistan Acquisition and Assistance activities, to include high dollar, complex competitive procurement actions, but also assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. The incumbent exercises leadership skills in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner. The incumbent has a formal decision-making authority in the many aspects of the broad areas of acquisition and assistance.

1. Pre-Award Expertise and Services: Performs or directs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of acquisition and assistance actions of varying complexity. Conducts Acquisition and Assistance planning and subsequent pre-award activities fully supportive of USAID's strategic and special objectives and related results expectations and requirements.

a. Fully understands performance-based Acquisition and Assistance principles with a resulting capability to mold Acquisition and Assistance services into specific contributions to appropriate USAID objectives and lower level indicators, outputs and inputs.

b. Organizes, directs, conducts and/or coordinates pre-bid/pre-proposal conferences for complex procurement actions, especially construction or architect-engineering actions, but also for complicated services (and perhaps even commodities). Ensures the proper establishment of requirements for bid and/or performance bonding in applicable requests for proposals.

c. Reviews requests for Acquisition and Assistance actions (to include consulting on scope of work or program description documents), and manages the Acquisition and Assistance process whereby the comprehensive requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs),

Acquisition and Assistance Policy Directives (AAPDs), Procurement Executive Bulletins (PEBs), Code of Federal Regulations (CFR), Office of Management & Budget Circulars (OMB Circulars), Automated Directive System (ADS), etc., are used to competitively, (or when justified, via other means), proceed through the entire offer/application solicitation process. The incumbent must manage the technical and cost/price evaluation process plus subsequent negotiation processes in all actions (competitive or otherwise) to arrive at business management-appropriate instruments, including grants and cooperative agreements, etc. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for Contracting Officer decision rationale, a comprehensive record of commitments and obligations of the parties. Finally, the incumbent manages the award process from beginning to conclusion with fully executed contract or assistance documents.

d. Develops long-range plans for new or complex programs. Responsible for procurement planning activities in assigned organizations, which may include reviewing and clearing project papers and representing OAA at program planning meetings. Identifies within assigned major program(s) those significant subsystems, components, equipment and services to be acquired by contract, grant or cooperative agreement or Inter-agency Agreement. Develops objectives for the program in terms of competition and price range, and constructs the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps OAA management informed of anticipated workload demands. Anticipates problems and provides advice to project personnel on effective implementation and time frames required. Serves on project review committee.

e. Serves as advisor to program officials in project planning meetings. Advises program officials of the procurement instruments to be used and assists in the preparation of statements of work or program descriptions. Provides guidance and training to new project/technical staff on USAID regulations and FAR requirements. Collaborates in the development of evaluation criteria.

2. Post-award Expertise and Services. Performs all actions required to administer the complete variety of Acquisition and Assistance instruments from contractor/recipient mobilization through to closeout. Relies on a comprehensive mastery of the Mission Development Objective (DO) Plan, FAR, AIDAR, ADS, CFR, OMB Circulars and other procurement/assistance guidance sources to conduct output-based administration which enhances achievement of the Mission's program and assures timely delivery of the purchased supplies and/or services.

a. Exercises a proactive role during the administration phase to include coordinating with technical, controller and legal officers, conducting meetings and conferences as required, maintaining good communications with contractors, recipients and grantees, interpreting contract or award provisions, and negotiating and finalizing instrument modifications when warranted.

b. Coordinates special requirements with other US Government offices and agencies, including the Office of Inspector General (OIG), Defense Contract Audit Agency (DCAA), General Accounting Office (GAO), The Commission on Wartime Contracting (CWC), Special Inspector General for Afghanistan Reconstruction (SIGAR) and Small Business Administration. Ensures that the results contractually required are documented and that Acquisition and Assistance actions are properly closed out, to include final audits, resolving indirect cost matters and preparing any needed final modifications. Responds to Freedom of Information Act requests.

c. Provides backstopping services to technical team personnel by advising on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping of responsibilities, and resolution of claims. Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.

d. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, approval of changes to incremental funding, preparation of rate and cost adjustments, redirection of level of effort, coordination of time extension, incorporation of change orders, preparation of stop work orders, sub-awards consents, approval of key personnel, equipment purchases, property disposition reviews and approvals, preparation of cure notices or show cause letters, and contract closeout. Advises technical office counterparts, contractors and recipients on their administration responsibilities contained in the award. . Evaluates the adequacy of the awardee's business management systems for areas such as personnel compensation, insurance subcontracting procedures, and results of the financial audits.

3. DO Team Membership and Support Services. Serves on one or more DO Teams and/or provides support to DO team located in USAID/Afghanistan as assigned or needed. Collegially represents the Office of Acquisition and Assistance viewpoint with the objective of having all team members fully understand and appreciate the key nature of the procurement and assistance function, how to obtain needed services or assistance to meet DO time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. Government's best interests.

4. Mission Support Services. As one of the Mission's Senior Acquisition and Assistance Specialists, provides crucial knowledge of the international and local contractor, recipients and NGO community via consultation and advice to Senior Mission Management. Establishes and maintains an authoritative Mission presence to include travel and provision of consultative advice on Acquisition and Assistance policies and procedures to external groups (e.g., other USG agencies, NGOs, public international organizations (PIOs), for-profit contractors, other donors, etc.).

a. Serves as a key trainer and advisor for Cooperating Country National (CCN) and Third Country National (TCN) Acquisition and Assistance staff, providing advice, training and support for mission CCNs and TCNs. The training/mentoring will be broad-based, to include job-specific technical training, informal day-to-day training and sharing of experience-based knowledge. The incumbent will counsel on consensus-building in a team environment, and methodology on professional conflict resolution technique.

b. Responds to protests and audits findings and recommendations by researching and developing necessary analysis, documentation, and history of the awards. Works with the Regional Legal Advisor in preparing the mission's position and provide assistance to the Contracting Officer to support the Government's defense on protests to the GAO, and programmatic and financial audits conducted by OIG, SIGAR, CWC and GAO.

### **3) USAID Consultation or Orientation (if applicable):**

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to

proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

**4) Supervisory Relationship:**

The incumbent works closely with all members of OAA and reports directly to Contracting/Agreement Officer.

**5) Supervisory Controls:**

The incumbent is directly supervised by the Contracting/Agreement Officer or his/her designee, who makes assignments by defining objectives, priorities, and deadlines. Under the administrative oversight of the Contracting/Agreement Officer the employee independently plans his/her work; carries out successive steps of assignments; handles problems and/or deviations that arise in accordance with instructions, policies, and guidelines; and, refers new or controversial issues to the supervisor for direction. The supervisor reviews work products from an overall standpoint in terms of feasibility, compatibility with other works, or effectiveness in meeting requirements.

**11. AREA OF CONSIDERATION:**

For USPSC:

- Be a U.S. citizen or permanent resident/registered alien (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to attain a Secret security clearance or Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National Personnel Service Contractor (TCNPSC). “Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

**12. PHYSICAL DEMANDS:**

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

**13. POINT OF CONTACT:**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A Bachelor's degree in accounting, business, management, finance, law, or economics. The Bachelor's degree should include at least 24 semester/36 quarter hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (Educational requirement must be met at the time of application for the subject position.)
- b) **Work Experience:** Minimum of seven years of previous employment or interaction in acquisition and assistance with U.S. government department or agencies or other international development organizations field is required. (Work experience requirements must be met at the time of application for the subject position.)

**III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

**1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

## 2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

### **FACTOR #1:**

In 1,000 words or less, outline how you have demonstrated your knowledge in Acquisition and Assistance; provide examples of your success in one or more of the position's responsibilities: planning, solicitation, analysis of proposals, award negotiation, cost and price analysis, etc.

### **FACTOR #2:**

In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing due dates, and manage a complex negotiation.

### **FACTOR #3:**

In 500 words or less, compare and contrast what you learned in formal education to what you have learned through on-the-job experience, as it relates to your profession.

## 3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

### **Evaluation Factors**

Factor #1	15 points
Factor #2	15 points
Factor #3	10 points

Interview Performance 60 points

Interview questions will revolve around the candidate's propensity to:

- Work as a member of team;
- Work on development projects in order to achieve results; and
- Interact with officials on time-sensitive assignments.

Total Possible Points: 100

**IV. APPLYING**

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000079-OAA Contract Specialist (Senior Acquisition and Assistance Specialist)** to: [kblaidpscjobs@usaid.gov](mailto:kblaidpscjobs@usaid.gov)

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:  
<https://www.usaid.gov/documents/1861/uspsc-application-form-cover-form-and-form-aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)



4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

### **1. BENEFITS:**

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

### **2. ALLOWANCES (If Applicable)\*:**

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## **VII. TAXES**

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **VII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

### **1. USAID Acquisition Regulation (AIDAR),**

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**
- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"**

available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.